

11 JAN 1983

MEMORANDUM FOR: Chief, Building Planning Staff, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

STAT FROM:
Chief, Plans and Programs Staff, OL

SUBJECT: Reporting Procedures for OL Objectives

REFERENCE: Multiple addressee memo from C/P&PS/OL, dtd 7 Oct 82, SUBJ: Fourth Quarter Objective Review and Planning for FY 83 (OL 2 4638)

1. Since there have been several queries on the MBO process and since various notations have been used to update the milestone charts, the following guidelines and instructions are provided for your use.

a. Updates (status) of "director level objectives" are presented to the Deputy Director of Administration (DDA) at Quarterly Planning Conferences which are scheduled by the Directorate of Administration (DA) in coordination with the Office of Logistics, Plans and Programs Staff, (OL/P&PS). P&PS is responsible for coordinating and planning this conference.

b. Updates (status) of "office and division level objectives" are presented to the Director of Logistics (D/L) at division and staff bi-weeklies which are scheduled by P&PS in accordance with the D/L instructions. Preparation for these presentations is the responsibility of each OL component.

c. Updates consist of a milestone chart (noted to indicate the status of milestone activity) and a verbal narrative report which covers the accomplishment of activities scheduled for the quarter, problems and shortfalls, plans for the next quarter, and the long-term outlook for accomplishing the objective.

OL 4007-83

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d. An updated milestone chart for each objective on the agenda for OL Quarterly Planning Conferences will be provided to Plans and Programs Staff at the time established. This chart is prepared as a visual aid for presentations to the DDA. Milestone charts for office and division level objectives will be provided to P&PS at the bi-weeklies.

e. Milestone charts will be prepared as follows:

- Establish activities and state under the column headed "Activities Planned"
- Indicate the schedule for completion of the activity by placing an O under the appropriate quarter and month parallel to the milestone statement.
- Indicate the actual completion of a milestone by placing X under the appropriate quarter and month parallel to the milestone statement. Do not delete the schedule notation O.
- Update the milestone chart using the following notations:

O-----O Schedule Slipped

O-----X Schedule Missed

OX Schedule Met

A sample milestone chart is attached.

STAT 2. Please contact [redacted] Plans and Programs Staff,
STAT [redacted] if you have further questions.

STAT



Att

S A M P L E

Office: P&PS/OL
 Objective Statement: Plan and Coordinate the OL Quarterly Planning Conference
 Responsible Officer:
 Significant Funding Amount: \$ N/A FY 83
 Quarter Ending: 31 September 1982

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Review MBOs in the Five-Year Plan and establish a tentative agenda.	OX											
Finalize agenda with the D/L.	O--X											
Notify OL components of the Conference and request objective updates.	O--X											
Review updates, coordinate changes with components and prepare visual aides.		OX										
Conduct the Dry Run.			O--O									
Conduct the Planning Conference.				OX								